

POSITION DESCRIPTION (Please Read Instruction on the Back)

1. Agency Position No.
S000030

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqrs. ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to LA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1. Non Sensitive ☐ 3. Critical Sensitive
☐ 2. Noncritical Sensitive ☐ 4. Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Ecologist	GS	0408	12		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

Fire Ecologist

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS Ser. Def. for GS-408, Jun 77,
TS-28; HRDC-7, Jul 1999; Cross comp. GS-0454
Sept 1993 TS-126; HRDC-7, July 1999.

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL-GS-12

APPROVED FOR SERVICEWIDE USE

David Inge 6-7-2001

25. Description of Major Duties and Responsibilities (See Attached)

STANDARD POSITION DESCRIPTION

Ecologist, GS-408-12

Organizational Title: Fire Ecologist

INTRODUCTION

This is a standardized fire ecologist position intended for use in the U.S. Fish and Wildlife Service. The position is located in a Fish and Wildlife Service Regional Office where the incumbent serves as the Staff Specialist in Fire Ecology. The incumbent is recognized as the Regional technical expert in fire ecology and an authority in ecological principals nationally. The position provides expert direction in the consideration, integration, and use of fire and ecosystem dynamics and principals in the Region-wide multiple resource wildlife management program.

MAJOR DUTIES

Serves as the Regional Fire Ecologist and is the Regional authority in fire ecology activities. Identifies, coordinates and/or implements research and provides technical advice and guidance to project leaders throughout the Region. Serves as an expert technical advisor to the Regional Office staffs, Refuge Managers, and other professionals and their respective staffs on fire ecology and related fire resource management matters. Serves as a consultant both Regionally and Nationally in fire ecology resource management activities. Provides guidance and assistance in the use of prescribed burning as a technique to achieve wildlife resource management objectives.

Participates in the formulation and establishment of Regional ecological management goals. Develops and provides guidance for the integration of fire and principals of ecosystem dynamics in wildlife habitat management. This requires extensive coordination with Project Leaders and Managers.

Performs, develops, and reviews habitat analysis programs to monitor changes in individual refuge ecosystems in relation to prescribed burning and wildfires. Reviews and evaluates as needed, Refuge Annual Prescribed Burn Plans for ecological soundness, technical adequacy, and compliance with professional standards and Service policies. Reviews and evaluates planning system documents that pertain to or include fire management, fuels management, and wildlife habitat management and recommends appropriate management actions. Provides guidance and assistance in preparation of Refuge, Regional, and National Plans.

Coordinates the Region's fire ecology activities with outside agencies, groups, and individuals. Coordination is both formal and informal.

Responsible for the development, leadership, and execution of the following programs and activities as they relate to prescribed burning, wildfires, and habitat management.

- a. **Fire Program Management** - including development and review of the Regional Fire Management Plans and Annual Burning Plans and monitor pre-suppression and suppression activities to insure these activities are ecologically sound. Evaluate historical records to provide direction to project leaders and the Region for future management actions.
- b. **Fire Management Operations** - Assist in the organization and provide direction for refuge prescribed fire operations both in the use of ground and aerial ignition.

As the Regional and National technical expert in the field of fire ecology prepares technical transfer of research information to project leaders through formal and informal presentations and represents the Region on committees of national scope in the development of management schemes utilizing sound ecological principals.

Identifies the need for, develops, and participates in Regional and National training for use of fire ecological relationships. Represents the Region in the field of fire ecology at professional meetings and/or committees of a technical and professional nature. Participates in public meetings by explaining the role of fire in the ecosystem and the Service's wildlife management program. Promotes and participates in interagency workshops and seminars.

May develop guidance and provide program direction to all Refuges on Emergency Fire Rehabilitation plans for technical adequacy, quality control and cost benefit effectiveness.

FACTORS

1. Knowledge Required by the Position

Professional knowledge of the wide range of principals and processes underlying the science of ecology to solve problems covering the diverse fire ecology situations.

A thorough understanding of how the biological, physical, and statistical sciences are applied to the study of the interrelationships of organisms and their environments. Assignments require sound professional knowledges and skills sufficient to relate ecological principles to the use of fire in the environment.

Professional biological and ecological skills and knowledge of Service refuge resource management operations to provide direction for wildlife habitat management to the Regional Fire Management Program.

Thorough understanding of scientific laws and principles underlying the science of ecology and a sound understanding of how the biological, physical and mathematical sciences are applied in order to relate the ecological principles to the use of fire in the environment.

Demonstrated skill, knowledge, and technical competence in the use of scientific and mathematical theories and principles applicable to ecology, especially as it relates to fire and fuels management in the environment.

Ability to prepare, review, and analyze thorough and comprehensive reports relating to difficult and significant fire ecology and fuels management problems.

Mastery level knowledge of plant and animal ecology as they relate to wildlife management activities and programs to identify the ecological potential of specific ecosystems. Experience and technical background must be sufficient to incorporate this knowledge into the work and activities of the Service and its wildlife management programs and to make significant technical and scientific recommendations and decisions.

Familiarity with related fields such as wildlife management, range management, soil science, hydrology, and recreation.

Ability to communicate effectively both orally and in writing at a professional level.

2. Supervisory Controls

The incumbent works under the supervision of the Regional Fire Management Coordinator where he/she is assigned work in very broad terms associated with Regional and National priorities. The supervisor provides guidance and advice on special work assignments. The incumbent is given considerable latitude and uses independent judgment when making decisions on the use of fire as it relates to wildlife management activities and carries out assignments independently according to policies. The incumbent keeps the supervisor informed of potentially controversial problems, developments, and concerns.

Completed work is reviewed for general adequacy in meeting program objectives, and expected results.

3. Guidelines

Manual Releases, Instructional Memoranda, Directives from the Washington Office, and the National Interagency Fire Center in the field of fire ecology are either nonexistent or in the development stage. Therefore, the incumbent must obtain guidance through broad general objectives and through independent assessments of programs. Technical publications and research manuals must be reviewed and interpreted for specific application to Service needs.

4. Complexity

Area of responsibility covers millions of acres of National Wildlife Refuge lands throughout the Region. Specific assignments involve different factors which must be considered in order to arrive at the nature of problems. The incumbent advises on complex and controversial fire and ecological problems and must be effective in confronting and resolving conflicts and sensitive issues. The incumbent must utilize a high degree of professional competency in the analysis of biological components and processes in the context of ecosystem management. The incumbent works with a variety of assignments interfacing with fire, fuels, and wildlife management where there is a need for a specific ecological overview.

5. Scope and Effect

The purpose of the work is to provide professional expertise in the analysis and development of fire management as it relates to improving wildlife management techniques, to transfer this technology to managers to insure proper techniques are being utilized, to evaluate seasonal burn periods to best benefit habitat and wildlife species, and to monitor changing habitat conditions to provide accurate information for management decisions in relation to fire ecology. These analyses affect development of overall long range management goals, objectives, and operations.

6. Personal Contacts

Maintains regular personal contact with professionals in related fields. Contacts include peer professionals from Federal, State, and local agencies and research station personnel, and contacts with universities and professional societies. Daily contacts include Regional Office personnel, National Interagency Fire Center Staff, Project Leaders, Refuge Biologists and refuge staffs.

7. Purpose of Contacts

The purpose of contacts is to formulate policy, technical guidelines, and methods to accomplish tasks which lack existing procedures; to exchange new information, justify proposals and persuade others to use new techniques; to resolve conflicts between disciplines within the agency and conflicts between agencies; and to develop cooperative endeavors both in research and management with other Federal Agencies, States and Universities.

8. Physical Demands

The work is primarily sedentary. However, some field work requires the incumbent to be in good physical condition to participate in field activities in all types of weather.

9. Work Environment

The work is normally performed in an office setting. The incumbent will be required to participate in field work in marsh and upland terrain. Encounters with poisonous snakes and insects is possible. Exposure to discomfort from extremes such as heat, cold, and inclement weather will be encountered.